



JOB ANNOUNCEMENT

Job Title: Transaction Assistant
Hours of Work: 40 hours per week; Monday-Friday
Salary Range: \$33,435 - \$59,812 – Grade 19
Benefits: Health Insurance, Retirement, Paid Annual and Sick Leave
Work location: Arizona Department of Housing, Phoenix, Arizona

Position Summary & Responsibilities

Under the supervision of the Transaction Manager Coordinator II, this position will provide high level clerical duties necessary to support the provision of legal documentation and financial assistance for the agency's Mortgage Foreclosure Assistance program. This position will be responsible for: Assisting with real estate closings, including all tasks associated with document preparation and coordinating with the Title Company and Counseling agencies to facilitate a closing date, time and making sure that all instructions and legal documentation is in order to facilitate the closing. Requesting the appropriate amount of funding from the Finance and Accounting Department to be transferred to the Title Company for real estate closings, according to approved assistance commitments and timelines. Assisting with the final disposition and retainage of all closing packages for public records purposes. Following up on any close out activities to finalize the transaction. This position will complete a detailed audit of the homeowner's quarterly evaluation reviews and, will make a recommendation to a Program Coordinator, regarding homeowners' eligibility to graduate from the program, with potential reinstatement, principal reduction, and second lien payoff assistance. And other duties as assigned.

Situation under which this temporary position exists

The Arizona Department of Housing (ADOH) was notified by the U.S. Treasury in 2010 that it would be receiving \$267 million in funding for innovative measures to help families in Arizona with foreclosure relief efforts. The funding, which is being referred to as the "Housing Finance Agency Innovation Fund for the Hardest Hit Housing Markets" is being made available through the Emergency Economic Stabilization Act of 2008, as amended ("ESSA"). Under this program, ADOH will have until December 31, 2017 to commit these funds to qualified mortgagees to prevent foreclosure. All positions established to support this program are temporary and reliant on the availability of this federal award.

Qualifications

Extensive knowledge of financing documentation related to real estate transactions, including: Knowledge of principles, standards, practices of accounting, finance, real estate lending, and document preparation. Very strong knowledge of legal documents associated with real estate transactions and the ability to produce such documentation accurately. Knowledge of a Title Companies closing document requirements. Advance mathematics and skills in analyzing numbers. Research skills. Organization skills. Average written and oral communication skills. High level competency in Microsoft Excel and Word. Ability to work effectively as a member of a Team. Ability to work effectively with superiors, co-workers, a myriad of professionals, other governmental agency representatives, and others. Ability to work independently. Ability to maintain confidentiality. Ability to multi-task effectively and move multiple work products to conclusion in a timely manner under limited time constraints.

About the Department

The Arizona Department of Housing (ADOH) is a cabinet-level State agency that is charged with promoting housing and community development opportunities in Arizona and operates many state and federally funded programs, including: the Community Development Block Grant (CDBG) program, HOME Investment Partnership Program, State Housing Trust Fund, Low-Income Housing Tax Credit Program, Housing Opportunities for People with AIDS (HOPWA), Shelter Plus Care, and the Supportive Housing Program, Public Housing Authority and others. As well, ADOH oversees the activities of the Arizona Housing Finance Authority.

Application deadline is open until filled

Interested candidates must submit a resume, list of references and letter of interest including salary requirements to: Lori Moreno, Human Resources Administrator, Arizona Department of Housing, 1110 West Washington Street, Suite 310, Phoenix, Arizona 85007. NO PHONE CALLS. The State of Arizona is an EEO/AA Employer. Title II of the American with Disabilities Act and Section 504 of the Rehabilitation Act prohibit discrimination on the basis of disability in public programs. Individuals with disabilities who need a reasonable accommodation to participate in the hiring process or who require information in an alternative format must include this request in their letter of interest.